
CITY OF WEST HOLLYWOOD

ACCOUNTING TECHNICIAN (CASHIER)

REVENUE DIVISION

\$6,148– \$7,856 monthly—Plus Excellent Benefits

The City of West Hollywood is like no other city in the world. The City has a strong progressive voice and a rich history of community activism and involvement. Located in the heart of metropolitan Los Angeles, the City of West Hollywood was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with idealism, innovation, and civic pride.

The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.



THE DIVISION

The Revenue Division performs fair and cost effective revenue collection services for taxes, fees and grant revenue, through the enforcement of local laws regulations. This Division administers the business tax ordinance, monitors receipt of all revenue sources, provides timely reports and analysis of all revenues and assists all departments in the administration of decentralized receivables. The Accounting Technician position serves as the City's cashier, and is a front-line staff member.

THE IDEAL CANDIDATE

This an excellent opportunity to work for a premier City that continues to set the standard for excellence in government. This **position's primary focus** will be **assisting a high volume of constituents at the cashier window**; therefore, strong interpersonal and communication skills are essential. The ideal candidate has **extensive cashiering experience** with a background in accounting and a proven track record of **successful direct interaction with the public** on a daily basis. The ability to **navigate multiple procedures, conduct detailed transactions**, operate various software programs and **successfully manage the intake of cash, check and credit card payments**—all while **providing the highest level of customer service**—are essential to this position.

MINIMUM QUALIFICATIONS REQUIRED

Associates degree or equivalent from a two-year college or technical school; and, **one to two years of progressively responsible related experience**; OR, any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Deadline to submit applications: **Wednesday, September 26, 2018 at 5pm**

Applicants must submit a completed online City job application and supplemental questions by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Seantea Stewart at (323) 848-6365 or ssewart@weho.org.